

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-6150

AMEDDC&S & FSH Circular
No. 350-02-2

16 June 2003

Expires 30 September 2003
Training
PRIMARY CLASSROOM ASSIGNMENTS

1. **HISTORY.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

2. **PURPOSE.** To assign primary classrooms to individual teaching departments within the U.S. Army Medical Department Center and School (AMEDDC&S) and other activities within the U.S. Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S & FSH), and outline the responsibilities inherent to those assignments.

3. **REFERENCES**

- a. Army Regulation 190-13, The Army Physical Security Program.
- b. Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive).
- c. U.S. Army Medical Department Center and School and Fort Sam Houston Memorandum 1-2, Classroom and Audiovisual Support Procedures.
- d. Memorandum, Academy of Health Sciences, MCCS-HSM, 1 Aug 02, subject: College Classroom Usage at the Academy of Health Sciences.
- e. Academy of Health Sciences Policy Letter #22, Managing Course Administrative Changes to the Army Training Requirements and Resources System (ATRRS).
- f. Academy of Health Sciences Policy Letter #43, Classroom Usage for Non-Army Medical Department Center and School Entities.

4. **GENERAL.** Classrooms at the AMEDDC&S are either dedicated or general use. As directed, classrooms are the responsibility of individual teaching departments. Ownership implies the primary user of a room. Secondary user implies another department or AMEDDC&S & FSH activity that wishes to schedule a room "owned/maintained" by the primary user.

a. Departments/activities will adhere to the following classroom scheduling priorities:

Student classes (military training).

Other training (civilian, college classes, post, etc.)

Meetings for on-post groups/organizations

Off-post requests

b. Departments/activities will adhere to the following scheduling priorities for Blesse Auditorium:

Official ceremonies/meetings

Student classes (military training).

(3) Other training (civilian, colleges, post, etc.)

c. Event/ceremony practices (i.e., graduation, parades, etc) will not be scheduled during normal training hours.

d. Primary room assignments have been made considering the usage recorded by the Training Systems Support Branch (TSSB), Department of Academic Support and Quality Assurance (DASQA), Academy of Health Sciences (AHS), and other requirements as determined by the Dean, AHS. General use primary room assignments are at Appendix A. Periodic assessments may dictate adjustments to these primary room assignments. The Defense Medical Readiness Training Institute will be assigned rooms, by the TSSB, for conduct of weekend training courses.

e. The AMEDDC&S supports numerous college programs for soldiers and their dependents. The TSSB will coordinate the use of classrooms for college classes with the post Education Center.

f. Organizations and/or individuals that are using a classroom in which they are not the primary user, will be responsible for all equipment in that classroom during their scheduled time.

5 RESPONSIBILITIES.

a. Office of the Dean, AHS

(1) Establishes all policies pertaining to scheduling, usage, and maintenance of classrooms.

(2) Approves primary classroom assignments and requests for changes to classrooms

(3) Directs responsibilities for maintaining individual classrooms to departments and activities assigned primary responsibility.

(4) Convenes ad hoc AHS Space Utilization Committee, as required.

(5) Approves course changes that require a change in the Army Training Requirements and Resources System.

(6) Approves Field Training Exercise (FTX) schedule changes within 45 days of FTX execution.

b. School Commandants, Deans, Commanders

Ensure maximum use of classrooms

(2) Coordinate changes to classrooms with the Dean, AHS

(3) Submit training schedules to TSSB, DASQA, 6 months prior to start date of class.

c. Training Systems Support Branch, DASQA, AHS.

(1) The Chief, TSSB, and scheduling personnel.

(a) Provides recommendations to the Dean, AHS, and/or Commander 32d Medical Brigade, regarding primary room assignments and requests for change, modification, etc.

(b) Documents all class schedules for training and other events and inputs into a database. Reviews and monitors training schedules for compliance with paragraph 4a, above.

(c) Provides statistical reports regarding room usage, occupancy, etc., and makes recommendations to the Dean, AHS, and/or Commander, 32d Medical Brigade.

(d) Schedules activities, classes, etc., that are outside the responsibility of the individual teaching departments (i.e., Civilian Personnel Advisory Center training, college classes, meetings, parades, etc.). Coordinates evening and weekend dates with the respective primary user.

(e) Resolves room scheduling conflicts, between departments, based on priorities stated in paragraphs 4a and 4b, above.

(f) Receives reports of policy noncompliance and initiates corrective actions.

(g) Provides training location, numbers, events, etc., to the Dean, AHS, and Commander, AMEDDC&S.

(h) Maintains database of room usage and availability to assist departments and outside agencies with room requests.

(i) Schedules the DASQA classrooms, Blesse Auditorium, LTC Bart Nelson Coers (COERS) Conference Room, and distance learning classrooms, excluding the Digital Training Facilities (DTFs) (see Appendix A).

(j) Provides support for additional internal and external audio-visual requirements as personnel staffing and resources permit. Notifies the Visual Information Division, Information Technology Business Center, AMEDDC&S & FSH, of events in Blesse Auditorium requiring media support and/or equipment.

(k) Conducts scheduled events in the COERS conference room (#2407) which require videoteleconference capability.

(2) Classroom Support Section, TSSB, DASQA.

(a) Assists departments with maintenance checks and services on audiovisual equipment.

(b) Provides ceremonial support as requested

(c) Maintains condition/environment of Blesse Auditorium.

(d) Augments the janitorial service contract by providing cleaning services in stairwells and other common areas.

(e) Initiates and processes work orders for TSSB-managed classrooms (see Appendix A). Coordinates work orders for common areas with the designated building managers.

(f) Assists primary users, upon request and when possible, to maintain classrooms.

d. AMEDDC&S departments/activities

(1) Provide a designated point of contact for classroom scheduling to the TSSB

(2) Enforce all policies pertaining to scheduling, usage, and maintenance of classrooms. Report discrepancies regarding room use to the TSSB as soon as the discrepancy is noted.

(3) Maintain key accountability for assigned rooms and notify the Security Office, AHS, of any changes. Submit and maintain up-to-date copies of appointment orders for all primary and alternate key control custodians to the AMEDDC&S Provost Marshal, in accordance with paragraph 3a of this circular. Ensure the Provost Marshal has access to an override key for all cipher-locked entries.

(4) Adhere to priority for room usage when responding to requests from outside the department (see paragraph 4b).

(5) Maximize room usage within department resources. Coordinate additional room requests with other departments or the TSSB

(6) Maintain room condition to include, but is not limited to the following

(a) Furniture and all equipment

(b) Walls and floors

(c) Chalkboards and other fixtures

(d) Cleanliness and orderliness

(e) Regular cleaning will be accomplished through the cleaning contract. Cleaning equipment (i.e., vacuum, mop, broom) for special needs may be borrowed and returned to the Classroom Support Section.

(7) Submit work orders to the designated building manager or the designated representative. In the absence of either, the request will be submitted to the Chief, Classroom Support Section, TSSB, DASQA, who will submit and track the work order. All work orders requesting duplicate keys must be submitted to the AMEDDC&S Provost Marshal.

(8) Submit all training schedules and transportation requests to the TSSB at least 6 months prior to class start date. Annotate command interest training events on schedules. Any schedule change that affects a transportation requirement must be submitted to the TSSB, DASQA, at least 2 days prior to execution of the requirement. Transportation requests/changes with less than 2-duty days notice and after normal duty hours, must be coordinated directly with the Transport Branch, Transportation Division, Readiness and Logistics Business Center (RLBC), AMEDDC&S & FSH.

(9) Field training exercise schedules will not be changed fewer than 45 days prior to execution unless approved by the Dean, AHS.

(10) Maintain classroom integrity.

(a) United States Army Medical Department Center and School departments/activities are not authorized to reconfigure spaces that permanently affect the number of students that can be accommodated in a classroom or the designated use of a classroom as documented in Appendix A. Requests for reconfiguration or room assignment changes must be forwarded, by memorandum, from the department, through DASQA, to the Dean, AHS.

(b) Classrooms may not be used for storage or administrative space

(c) Promptly report, to the TSSB, discrepancies noted as a result of loaning a room to another element.

(d) Loss or misplacement of property from classrooms should be reported to the department noncommissioned officer in charge for resolution. Unresolved issues should be reported to your Installation Property Book Officer at the Supply and Services Division, RLBC, AMEDDC&S & FSH, to determine appropriate referral action (i.e., Provost Marshal, 15-6 Investigation, etc.).

(11) Make requests/recommendations to the Dean, AHS, regarding classroom requirements and requests for modifications to the standard configuration.

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APPENDIX A, PRIMARY ROOM ASSIGNMENTS

GENERAL USE PRIMARY ROOM ASSIGNMENTS				
Department/ Activity	Scheduling POC & Telephone Number	Room*	Capacity	Type
Academic Support and Quality Assurance (MCCS-HS)	Ms. Bergstedt, 221-6629	1500 (Blesse Auditorium)	500	Auditorium
		2121	24	Tables/Chairs
		2122	42	Tables/Chairs
		2202	60	Tables/Chairs
		2206	70	Tables/Chairs
		2407 (COERS Room)	42	Conference Room/ Videoteleconference
	SFC Currie, 221-8816	2205	50	Arm Chairs
		2403A	18	Tables/Chairs
		2403B	18	Tables/Chairs
Health Services Administration (MCCS-HF)	Ms. Pryor, 221-6443	2207	60	Tables/Chairs
		2312	60	Tables/Chairs
	Ms. Kajioka, 221-8566	Bldg 1026, Rm 106	20	Tables/Chairs
		Bldg 1026, Rm 107	20	PC Lab
		Bldg 1026, Rm 110	45	PC Lab
		Bldg 1026, Rm 111	45	PC Lab
		Bldg 1026, Rm 133	20	Tables/Chairs
		Bldg 1026, Rm 136	140	Auditorium
	SFC Workman, 221-3554	Bldg 2640, Rm 1	50	Chairs
		Bldg 2640, Rm 2	60	Chairs
		Bldg 2640, Rm 3	34	Chairs
		Bldg 2640, Rm 4	40	Chairs
		Bldg 2640, Rm 5	60	Chairs
		Bldg 2640, Rm 6	20	Chairs
Clinical Support Services (MCCS-HC)	Radiology, SSG Rivera, 221-8597	2117	32	Arm Chairs
		2118	40	Arm Chairs
		2119	40	Arm Chairs
		2120	44	Tables/Chairs
	Pharmacy, MSG Smith, 221-7361	2308	60	Arm Chairs
		2309	60	Arm Chairs

* All rooms are located in building 2841 unless otherwise stated

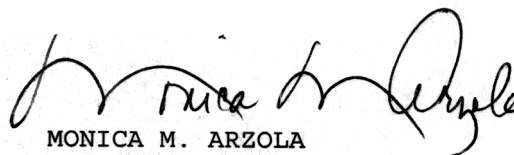
Department/ Activity	Scheduling POC & Telephone Number	Room	Capacity	Type
Dental Science (MCCS-HD)	SSG Courtright, 221-8946	3303	40	Tables/Chairs
		3307	40	Tables/Chairs
Learning Innovation & Technology (MCCS-HL)	Mr. Gutierrez or Mr. Armstrong, 221-6400	1406	16	Digital Training Facility (DTF)
		1407	16	DL DTF
		Rm 101, Bldg 2840	16	DL DTF
	Ms. Gravett, 221-6147	2103	22	Learning Resource Lab
	Mr. Robinson, 221-8138	2113	35	Videoteletraining
	Ms. Bergstedt, 221-6629 (MCCS-HSM)	0501 (AESTC Rm)	21	PC Lab
		2105A	15	PC Lab
		2105B	15	PC Lab
		2105C	20	PC Lab
	MSG Lewis, 221-6406	2203 (A,B,C)	3/22 each	Tables/Chairs
		2204 (A,B,C)	3/22 each	Tables/Chairs
		2305 (A,B,C)	3/22 each	Tables/Chairs
		2404 (A,B,C)	3/22 each	Tables/Chairs
		2405 (A,B,C)	3/22 each	Tables/Chairs
		SFC Guzman, 221-7560	4/16 each	Tables/Chairs
			4/16 each	Tables/Chairs
			4/16 each	Tables/Chairs
			4/16 each	Tables/Chairs
Medical Science (MCCS-HM)	Ms. Castillo, 221-6457	2114	40	Tables/Chairs
		2406	60	Tables/Chairs
	Ms. Charles, 221-8004	0201A	70	Tables/Chairs
		0201B	35	Arm Chairs
		3403	60	Tables/Chairs
		3404	60	Tables/Chairs
Nursing Science (MCCS-HN)	LTC Apatov, 221-6610	2303	50	Tables/Chairs

Department/ Activity	Scheduling POC & Telephone Number	Room	Capacity	Type
Preventive Health Services (MCCS-HP)	Mr. Rodriguez, 221-7519	2115 2201 2306 3204 3304 3305 3308 3503	24 60 60 32 40 40 40 32	Tables/Chairs Tables/Chairs Tables/Chairs Tables/Chairs Tables/Chairs Tables/Chairs Tables/Chairs Tables/Chairs
Veterinary Science (MCCS-HV)	SSG Willis, 295-1023	Rm 20, Bldg 325 Rm 33, Bldg 325 Rm 39, Bldg 325 Bldg 2657	36 36 24 20	Tables/Chairs Tables/Chairs PC Lab Tables/Chairs
AMEDD Noncommissioned Officers Academy (MCCS-N)	SSG Warren, 221-2557	Bldg 902 Bldg 902 (A,B,C,D) Bldg 1397 Bldg 1397 Bldg 1397	65 16 4/18 each 8/16 each 4/14 each	Tables/Chairs Small Group Small Group Small Group Small Group
32d Medical Brigade (MCCS-A)	Mr. Anderson, 221-4083	Evans Theater	500	Arm Chairs
U.S. Army Medical Command (MCCG)	CPL Zarriello, 221-6802	Wood Auditorium, Bldg 2792 Rm 229, Bldg 2792	150 30	Chairs Conference Room/ Videoteleconference

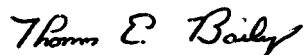
(MCCS-HS)

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